To: Stewart
From: Arnie Kotler
Re: Moving Offices
Date: 16 January 1984

As you know, after the Point Board recommended we move out of 27 Gate 5 Road, Dick Fugett and others pointed out that #27 has twice the square footage of #'s 65G and 75B, at roughly the same rent. I phoned Dick York, and he also prefers this scenario. Someone else is looking for space around the size of 65G, and Dick York himself would like to move into 75B.

A proposed schedule for the move:

Immediately:

1. Prepare to sell the CQ Library:

   Contact potential buyers: World College West, Sue Rothenberg

   Pull certain books- Ben: important CQ reference books
   Stewart: personal books, etc.

   Write a description of library: subject areas, # volumes

   Give copies of the description to Point Board members, etc.

   Assess worth of the CQ Library, to determine asking price.

2. Ben will contact everyone who will or might be relocated to discuss their work-space needs:

   Richard Nilsen - assistant editor

   Ben Campbell/David Burnor - review copy acquisitions

   Andrea Sharp - accountant/office manager

   Dick Fugett - general purpose clerk

   Jay Kinney - editor

   Joe Kane - copy editor, Chronicle column

   Art Kleiner - editor at large

   Arnie Kotler/someone - business manager

3. Design a floor plan based on the above.

4. Ben will do a general cleanup of 27 Gate 5 Road, including discarding excess stuff.

January 24 - Dick York will be back from Hawaii. Arnie will contact him to confirm the move and construction work.

January 27 - Last day of mail order fulfillment. Last day store open.

January 30-31 - Pack up Other Products. Move stuff from front half of 27 Gate 5 Road to back half.

February 1-7 - Construction, front half

February 2 - Toni Garrett, Whole Earth Access, will be back from Mexico. Arnie will contact her to confirm sale of Other Products inventory and arrange for pick-up.

February 8 - Move stuff from back half of 27 Gate 5 Road to front half.

February 8-14 - Construction, back half

February 15-24 - Followup construction, painting, etc. by us. Creating and moving work spaces.

February 27 - March 2 - Complete the move from 75B and 65G to 27 Gate 5 Road, including the Whole Earth Library. Complete emptying out 1 or 2 containers.

Some questions:

What to do about back issues? Should we consign them to Whole Earth Access or someone? Should we continue to fulfill orders? Should we discard them or give them away? Publisher's Aide might be able to handle the most recently past issues?

How can we assess the worth of the CQ Library?

Andrea, Art, and the Business Manager would all like to move to 150 Gate 5 Road. Is there room?